DOCUMENT RESUME

ED 158 075 CE 017 550

TITLE Local Advisory Committee Handbook: Vocational Education.
INSTITUTION Indiana Advisory Council on Vocational Education, Indianapolis.
PUB DATE 76
NOTE 25p.

EDRS PRICE MF-$0.83 HC-$1.67 Plus Postage.
DESCRIPTORS Administrator Guides; *Advisory Committees; *Board of Education Policy; *Community Involvement; Community Role; Cooperative Planning; Educational Policy; *Responsibility; School Industry Relationship; *Vocational Education
IDENTIFIERS Indiana

ABSTRACT

This handbook was prepared to assist local education administrators and teachers in establishing and maintaining local vocational education advisory committees, and helping the committee members to identify their roles and functions. This booklet begins with a definition of an advisory committee and then presents the policies of the Indiana State Board of Vocational Technical Education governing local advisory committees. Next, it covers the responsibilities and activities of the Indiana State Advisory Council for Vocational Education. Finally, it presents a suggested guide for local advisory committees (including definition, function, membership, and operation), and suggested functions for local advisory committees. The appendix includes an authorization form for the establishment of a local citizen's vocational advisory committee; samples of letters, agenda for meetings, advisory committee constitution and purposes, membership, and certificate of services; and a list of resources for information. (EM)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED158075

LOCAL ADVISORY COMMITTEE HANDBOOK

VOCATIONAL EDUCATION

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Nancy Greenhausen

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

CE 017 550

TABLE OF CONTENTS

Foreword 1
Definition of an Advisory Committee 2
Policies of Indiana State Board of Vocational Technical Education (SBVTE) Governing Local Advisory Committees 3
Indiana State Advisory Council for Vocational Education (SACVE) 4
Suggested Guide for Local Advisory Committee 6
A. Definition
B. Function
C. Membership
D. Operation
Suggested Functions for Local Advisory Committees 8

APPENDICES

Exhibit A
Authorization for Establishment of a Local Citizen's Vocational Advisory Committee 10
Exhibit B
Sample Letter of Request 11
Exhibit C
Sample Letter of Response 12
Exhibit D
Sample Agenda for First and Second Meetings of Committees 13
Exhibit E
Sample of Advisory Committee Constitution and Purposes 15
Exhibit F
Sample of Membership 19
Exhibit G
Certificate of Service * 20
Exhibit H
Resources for Information 21

* (Available upon request in quantities from SACVE office)

FOREWORD

The Indiana Advisory Council on Vocational Education has prepared this handbook for you for the purpose of assisting local education administrators and teachers in establishing and maintaining local advisory committees and of helping local advisory committee members in identifying their roles and functions.

Vocational Education requires the close cooperation and communication between education and the community. The goal of vocational education is to prepare youth and adults to enter the world of work and to provide the means for upgrading their skills. In order for vocational education to be relative, persons actively engaged in the world of work and in the various occupational fields must assist by, for instance, evaluating programs.

The purpose of local advisory committees is to assist the community and the school in providing vocational education programs which prepare ALL STUDENTS WITH BETTER FUTURES.

The Indiana State Advisory Council
on Vocational Education

1976

WHAT IS AN ADVISORY COMMITTEE

A Vocational Education Advisory Committee is a group of people, from the work force but predominately from outside of the field of education, who advise educators on establishment and maintenance of vocational education programs to meet the needs of individuals and the community.

Advisory committees help, for example, by making recommendations on the relevancy and adequacy of curriculum and equipment and by assisting in evaluating and publicizing vocational education.

The term "ADVISORY" means to HELP and to ASSIST rather than to administer or to establish and direct policy.

STATE BOARD OF VOCATION-TECHNICAL EDUCATION POLICIES

STATE PLAN OF VOCATIONAL TECHNICAL EDUCATION

ADOPTED BY THE INDIANA STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION 1976

The policies of the Indiana State Board of Vocational Technical Education (SBVTE) state that a separate local advisory committee be established for each vocational program for which reimbursement is requested. The State Plan reads:

> 3.22-2 (4) b. The local educational agency will establish a local vocational education advisory council using the guidelines of the State Advisory Council.

Each local Education Agency seeking program approval for secondary level courses in vocational/technical education must meet the following Rule V-2 general criteria:

Advisory Committees. The LEA shall insure that:

1) An advisory committee is organized and functioning with meetings conducted each school year;
   a) for the total vocational program in the LEA,
   b) for each program area and/or, where appropriate, for each program of vocational instruction within the LEA.

In addition to meeting the general criteria in Rule V-2, each LEA seeking program approval for secondary level courses in vocational/ technical education should observe the following guidelines:

Advisory Committees.

1) Minutes of each advisory committee meeting should be on file with the administration of the LEA and within the appropriate program area.
2) Actions recommended by the advisory committees should be responded to, in writing, by the appropriate administrative official.

INDIANA STATE ADVISORY COUNCIL FOR VOCATIONAL EDUCATION

The Indiana State Advisory Council on Vocational Education (SACVE) was established in 1969 as specified by the 1968 Amendments to Vocational Education Act of 1963 (PL 90-576) which stated:

> Any state which desires to receive a grant under this title for any fiscal year shall establish a state advisory council, which shall be appointed by the Governor.

The Indiana State Advisory Council is a citizens' advisory board currently composed of 16 members appointed by the Governor on a staggered three year term. The members are representatives of industry, labor, education, government, and the community, leaders who are all interested in the maintenance and improvement of vocational education.

The responsibilities of the Council are specified in both federal and state legislation (PL-272) to be as follows:

ADVISE — the SBVTE on the development of the Indiana State Plan for administration of Vocational Education and to advise on policy matters relating to State Plan administration;

HOLD PUBLIC MEETINGS — to provide the opportunity for individuals to express views concerning vocational education;

EVALUATE — vocational education programs, services, and activities in terms of the goals and objectives contained in the State Plan;

PUBLISH — the results of evaluations;

PREPARE AND SUBMIT — an annual evaluation report to the SBVTE, U.S. Commissioner of Education, and the National Advisory Council on Vocational Education on the effectiveness of programs, services, and activities in the state; and

RECOMMEND — such changes in programs, services, and activities as may be warranted through evaluations.

To implement and fulfill the responsibilities, the Indiana SACVE members each serve on committees. The committees function from July 1 through June 30 of each fiscal year and report activities at regular Council meetings held normally on the third Thursday of each month. The Executive Committee consists of the Chairperson and Vice-Chairperson of the Council and chairperson of each standing committee. The standing committees are:

Public Hearing and Annual Report	Evaluation
Public Information and Legislation	State Plan

Special ad-hoc committees are named by the Chairperson as needed to fulfill the responsibilities of the Council.

The Indiana SACVE functions independently and autonomously through funds provided by Congress.

EXAMPLES

OF COUNCIL ACTIVITIES

Held public hearings at different locations throughout the state.

Maintained SUCCESS, Box 350 B, a statewide coordinated public information program with educational public address tapes, TV spots, outdoor poster panels donated by Indiana Association of Outdoor Advertisers, newspaper advertisements, and printed brochures.

Worked cooperatively on the development of state legislation to revise governance of vocational education and to provide state statuatory status for SACVE.

Developed a 15 minute concept film, "The Good Life in Indiana", to present the vocational training opportunities available in Indiana.

Prepared Labor Supply/Demand Report for program planners and an extract booklet for use by counselors, students, teacher, and parents.

Developed a brochure on the State Advisory Council for Vocational Education.

Provided Indiana Congressional delegation with information regarding the impact of federal vocational education legislation in Indiana.

Conducted an evaluation of the goals and objectives as specified in the 1974 State Plan for Vocational Education.

Attended and participated in vocational education meetings and conferences both in-state and out-of-state.

Copies of materials published by the SACVE are available upon request from the Council office.

Indiana State Advisory Council
on Vocational Education
Suite 524 — Illinois Building
17 West Market Street
Indianapolis, Indiana 46204

SUGGESTED GUIDE FOR LOCAL ADVISORY COMMITTEES

Purpose: An advisory committee is to provide a link between the community and school for the purpose of maintaining and improving vocational education programs to prepare ALL STUDENTS WITH BETTER FUTURES.

Definition: An advisory committee is a group of individuals from outside the field of education with specific knowledge and expertise organized to advise educators on the world of work. Two types of advisory committes are:

1. Total general program or "umbrella" committees concerned with the overall vocational technical program.

2. Individual program committees concerned with one specific program or family of occupations.

Functions: The basic functions of the total program advisory committee and individual program committees vary by scope of involvement and are as follows:

1. Advise on the development of long-range and annual plans for vocational education.
2. Suggest development of new vocational programs.
3. Promote vocational education in the schools and communities.
4. Aid in implementing quality vocational education programs by suggesting instructors and providing in-service opportunities.
5. Help on reviewing course content to insure it meets the changing needs of the world of work.
6. Recommend physical facilities and adequacy of equipment necessary for the program.
7. Assist in providing current occupational information for student counseling purposes.
8. Help in determining local job opportunities.
9. Suggest development of program standards for initial employment of program completors.
10. Aid in obtaining instructional resources.

Membership: Membership of the total program advisory committee and individual program committees will vary in the scope of qualifications and number of people needed. Consideration of membership includes the following:

1. Qualifications--The advisory committee should include lay people from the community who possess expertise and work experience necessary to meet the purpose and to carry out the functions of the committee.
2. Selection--The advisory committee members should be appointed by the Board from nominations made by the administration in consultation with the director of vocational education and/or the vocational instructor.
3. Number--The size of the advisory committee must be determined locally. Consideration should be given to the function of the committee, size of vocational program, and

size of the community. (The reported average size of total program advisory committees in Indiana is fourteen. Individual program committee membership tend to be fewer in number.)

4. Term--A systematic procedure of replacement should be established. The membership terms should be staggered to allow for new members while retaining some experienced representatives who help maintain continuity.

Operation: Operation of both total program committee and individual program committees includes the following components:

1. Policies and procedures--An outline of policies and procedures should be developed locally. Policies should include the minimal procedures needed for efficient and effective committee operation.

2. Officers--Officers should be lay people elected by the committee from the committee membership. The chairperson should work closely with the school, preside at meetings, appoint subcommittees and represent the committee to other groups. It is recommended that the officers be a chairperson, vice-chairperson and secretary.

3. Number of meetings--The number of meetings should be determined locally, based upon the criterion of necessity. It is recommended that quarterly meetings be held with a minimum of two meetings.

4. Agenda--An agenda should be formulated and distributed to the membership and interested persons prior to the meeting. The agenda is the responsibility of the officers and the director of vocational education and vocational teacher.

5. Minutes--The minutes should be recorded for each meeting, distributed to the membership, and filed in the administrative offices, and made available to the administration and the Board.

6. Committee Reports--The advisory committee should submit a brief annual report to the Board stressing recommendations for improving the vocational program.

SUGGESTED FUNCTIONS FOR LOCAL ADVISORY COMMITTEES

Many times individuals ask, "What am I expected to do?" The following are suggested "do's" for advisory committees; both general and individual programs:

HELP TEACHERS AND ADMINISTRATORS

1. Evaluate programs
   a. Advise on relevancy of training to life situations
   b. Review curriculum and objectives of programs
   c. Review adult classes
   d. Secure opinions from business-industry people
2. Assist in preparation and selection of programs
   a. Establish need for program and/or courses
   b. Review texts and resource materials
3. Recommend speakers or on-site visitations
4. Recommend instructors for programs and substitute teachers
5. Provide financial and legislative support
   a. Arrange for donations (equipment, supplies, etc.)
   b. Support administration at all levels for needed appropriations
   c. Support state and national legislation affecting vocational education

HELP STUDENTS

1. Secure training stations
2. Assist in placement
3. Aid vocational student organizations
   a. Suggest means of raising organization funds
   b. Secure speakers
   c. Provide financial aid for members to attend state or national conferences
   d. Serve as judge for local awards and contests
   e. Attend installation ceremony of local officers
   f. Attend regional, state, and national conferences
4. Establish scholarships and criteria for awards for outstanding and/or deserving students

5. Help plan special events
   a. Vocational Education Week
   b. American Education Week
   c. National Student Organization Week
   d. Banquet for employers and other social events
6. Recommend policies for cooperative program
   a. Review child labor laws and review local regulations for employment of students
   b. Aid in formulation of guidelines for identifying students to be enrolled and for releasing students for employment
7. Help secure equipment, supplies and instructional materials

HELP COMMUNITY

1. Identify community needs
   a. Surveys
   b. Public meetings
   c. Interpret manpower studies conducted by other agencies and businesses
2. Serve as guest speakers or recommend resource persons
3. Provide public relations service
   a. Interpret program in community
   b. Arrange for exhibits at meetings and in display area
   c. Prepare materials for distribution
4. Plan special events
   a. Coordinate vocational education events with community special events
   b. Encourage special cooperative projects

EXHIBIT A

Authorization for Establishment of a LOCAL CITIZEN'S VOCATIONAL ADVISORY COMMITTEE

The Board*_____ hereby approves and authorizes the establishment of a citizen's advisory committee(s) for vocational education. The recommendations of the committee will be advisory. The committee will operate in accordance with Board policy. The Board reserves the right to terminate the services of committee(s) member(s) when such action would be in the best interests of the school.

Date_____ President_____

Secretary_____

Administrator**_____

* Board refers to both Board of Education for a local education agency and Board of Trustees for a post-secondary institution.

** Administrator refers to Superintendent for a local education agency or President for a post-secondary institution.

EXHIBIT B

SAMPLE LETTER OF REQUEST

Ms. Jane America
Bank Manager
Withit Bank and Trust
Your Town, Indiana

Dear Ms. America:

Because of your experience and demonstrated competency in the field of (General Committee - vocational education; Program Committee - vocational program area,) the Board of (Name of School) believes that you could perform a valuable service to the school and community, as a citizen member of the (Title of Committee) Advisory Committee of (Name of School).

The advisory committee is composed of outstanding business and civic leaders in the community and is directed toward achieving closer cooperation between business and education in providing vocational training for young people and adults in our community.

I would appreciate it if you would give this invitation to serve on the (Name of Committee) Advisory Committee your consideration and inform me of your decision in the next few days. Your acceptance of committee membership will aid in the vocational program of (Name of School).

Sincerely,

Administrator
and/or
Chairperson of Board

EXHIBIT C

SAMPLE LETTER OF RESPONSE

Ms. Jane America
Bank Manager
Withit Bank and Trust
Your Town, Indiana

Dear Ms. America:

Your recent (letter) (phone call) expressing your willingness to serve as a member of (Name of Committee) Advisory Committee in (Name of School) is appreciated.

This letter is to notify you that your appointment is effective beginning_____, 19_____, and ending_____, 19_____.

The (first) (next) meeting of the committee will be held at (place of meeting) on (date of meeting) at (time of meeting). At this meeting the purpose, objectives, and functions of the committee will be explained and various committee activities will be discussed.

Sincerely,

Administrator
and/or
Chairperson of Board

EXHIBIT D

SAMPLE AGENDA FOR FIRST AND SECOND MEETINGS OF COMMITTEES

First Meeting Agenda

1. **General Committee** — Administrator, vocational director, or principal/dean serves as temporary chairperson and appoints temporary secretary.

   Program Committee — Department head, coordinator, or instructor serves as temporary chairperson and appoints temporary secretary.

2. Introduction of all persons present.

3. Explanation of concept of an advisory committee and activities with which it will be concerned.

4. **General Committee** — A representative of the Board or administration informs committee of their relationship to the school. Copies of statement of policy should be distributed.

   Program Committee — The administrator of the school or director of vocational education informs committee of their relationship to the school and to the General Advisory Committee. Copies of the statement of policy should be distributed.

5. The temporary chairperson may distribute a sample of rules of operation, such as:

   a. Time and length of meeting
   b. Method of notifying members
   c. Method of calling special meetings
   d. Method of developing agenda for meetings

6. The temporary chairperson suggests program areas most urgently in need of immediate study.

7. The committee sets date, time, and place of next meeting indicating that permanent officers will be elected at that time.

8. Tour of facilities.

9. Meeting adjourns.

Second Meeting Agenda

1. Temporary chairperson calls meeting to order.
2. Roll call called by temporary secretary.
3. Minutes.
4. Election of permanent officers. (Temporary officers serve until end of meeting.)
5. Determine permanent rules of operation which should include meeting time, place, and dates.
6. Plan long-range program of work.
7. Establish priority of areas to be considered.
8. Arrange for executive committee meeting before next regular meeting.
9. Explanation of present educational program.
10. Adjourn.

EXHIBIT E
SAMPLE OF ADVISORY COMMITTEE CONSTITUTION AND PURPOSES

CONSTITUTION

Article I. Purposes and Name

Section 1. (Persons and agencies to whom the advisory committee is to be advisory.) The above named advisory committee shall exist only during such time as it may be authorized by the Board.

Section 2. (Operating field of advisory committee.) The above named advisory committee shall operate in those fields directly included in the program for which it has been appointed, and shall limit its activities to matters which directly concern the program.

Section 3. (Purpose and duties of the advisory committee.) The purposes and duties of the above named advisory committee shall be to:

a. Study the needs of business and/or industry which may be related to an individual program or family of occupations or to the total general program.

b. Aid and guide the school/program area in those activities which will lead toward progress.

c. Help in developing a program for the school/program area that will better relate to the industry.

d. Offer recommendations for the improvement of instruction and facilities.

e. Assist in evaluating the school/courses as related to the objectives.

f. Correlate the work of the school/programs with that of unions, labor, management, and Chambers of Commerce, with which the advisory committee members have or have not developed communicative relationships.

g. Assist the school/programs in selecting priorities and in resisting inappropriate demands from the community.

h. Study school/programs in other communities for the purpose of encouraging the use of those practices which may be applicable to the local school system.

i. Advise on revision of objectives of school/program as warranted by study and evaluation.

j. Serve as an avenue of communication between education and the world of work.

k. Estimate or evaluate annually the progress made toward accepted goals.

Article II. Membership

Section 1. Number of Advisory Committee Members

a. **General Committee** — The number of committee members will be (minimum) and (maximum) plus ex-officio members. (The average reported size for Indiana was 14 in a range of 5 to 30 members.)

b. **Program Committee** — The number of committee members will be (minimum) and (maximum) plus ex-officio members. (It is recommended that the program committee size range from 5 to 10 members.)

Section 2. Members shall be selected to represent a cross section of the community, business, and industry served by the school/program.

Section 3. The active advisory committee will submit names of prospective committee members to the appropriate person(s).

Section 4. Appointment of an advisory committee member shall be for three years, except when the appointment is to fill an unexpired term.

Section 5. One-third of total membership shall be appointed each year.

Section 6. The term of a new committee member shall begin on September 1.

Section 7. An individual will automatically lose membership in the committee if absent from two successive meetings without communicating, in advance, with the chairperson of the committee and presenting a valid reason for the absence.

Section 8. The appropriate administrator/instructor will be present at each meeting.

Section 9. Other administrators/instructors shall attend committee meetings at the request of the advisory committee.

Section 10. Advisory committee chairperson shall represent the group at other meetings as requested.

Article III. Constitutional Changes

Section 1. The constitution, articles, and by-laws may be amended or added to by a two-thirds majority vote of active members at any regularly scheduled committee meeting.

Article IV. Meetings

Section 1. Regular and announced meetings of the advisory committee will be held during the year.

Section 2. The advisory committee or the executive committee may call special meetings of the advisory committee.

Section 3. Written notices of committee meetings shall be mailed to all members at least days before each meeting by the committee secretary.

Section 4. Meetings shall not be more than three hours long unless a majority of the committee members vote to continue a particular meeting.

Section 5. Agenda for the meeting shall be prepared by the officers and appropriate administrators instructor.

Section 6. As the need for standing and special committees arises, such committees may be appointed by the chairperson and meetings scheduled.

Article V. Officers and Duties

Section 1. The officers shall be a chairperson, vice-chairperson and a secretary.

Section 2. Chairperson and vice-chairperson shall be elected annually by majority vote of the committee members at the annual meeting. The secretary shall be the administrator/instructor of the school/program.

Section 3. The chairperson shall be elected from among those members who have served on the advisory committee for at least one year.

The duties shall be:

a. to preside at the meetings of the advisory committee
b. to serve as chairperson of the executive committee
c. to appoint special committees which may include persons other than committee members.

Section 4. The vice-chairperson shall perform the duties of the chairperson in the person's absence.

Section 5. The secretary shall:

a. send out notices of meetings;
b. keep records of attendance of members at meetings;
c. maintain a permanent record file of advisory committee activities; and
d. distribute minutes of committee meetings and copies of other committee documents to committee members, teachers, and others who may be concerned instructors. The secretary shall have the assistance of the school staff and the use of school facilities in performing the functions.

Section 6. The executive committee shall consist of chairperson, vice-chairperson, secretary and administrator/instructor in charge as an ex-officio member. The executive committee shall:

a. act on urgent committee matters between committee meetings;
b. prepare agenda for committee meetings if requested to do so by the advisory committee; and
c. call special meetings of the advisory committee as needed.

EXHIBIT F

SAMPLE OF MEMBERSHIP

General Program

Members shall be representative of the community in the following areas:

a. Business and finance
b. Labor
c. Agriculture
d. Government agencies — i.e. Employment Security Division, Bureau of Apprenticeship Training, Vocational Rehabilitation Services, Civil Rights Commission
e. Community agencies -- i.e. Chamber of Commerce, Human Relations Council
f. Public Relations and/or Communications Media
g. Ex-officio — Principal/Dean and/or Vocational Director

Individual Program

Membership shall include representatives from the following areas:

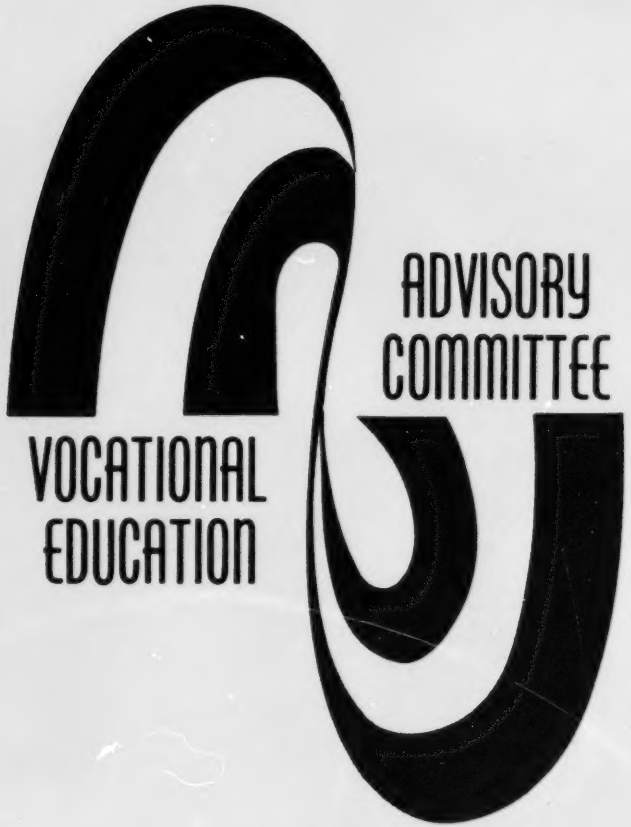
Experts in the related field (approximately 3 persons)

Parent (1)

Student (1)

Instructor (1)

Counselor (1)



THANK YOU

FOR YOUR SERVICE TO

AS A MEMBER OF

Local Advisory Chairman

Superintendent of Schools

Vocational Director

Indiana State Advisory Council on Vocational Education
Chairman

EXHIBIT G

EXHIBIT H

1. **Advisory Committees Organization and Use in Vocation and Technical Education.** State of Illinois Board of Vocational Technical Education and Rehabilitation Division of Vocational Technical Education. Revised March 1970.

2. Alabama Advisory Council. **Organization and Utilization of Advisory Groups in Vocational Education.** Auburn, Alabama: April 1974.

3. Burt, Samuel M. "If You Want Me To Serve On A School Advisory Committee". **Tempo,** 1(2). Frankfort, Ky.: Bureau of Vocation Education.

4. Burt, Samuel M., & Dellenfield, Calvin. **Local School System Advisory Committees and The State Advisory Councils on Vocational Education.** Washington, D.C.: National Advisory Council on Vocational Education.

5. Carpenter, C. C. "Principal Leadership and Parent Advisory Groups." **Phil Delta Kappan,** February 1975.

6. **Citizens Advisory Committees: Current Trends in School Policies and Programs.** Arlington, Va.: National School Public Relations Assn., 1973.

7. Kutscher, Gordon R. **A Study of the Structure, Function and Use of Local Advisory Committees on Vocational Education.** Jefferson City, Mo.: 1973-74 National School Public Relations Association.

8. **The Vocational Education Advisory Committee.** North Dakota State Board for Vocational Education and North Dakota State Advisory Council.

9. **Vocational Education Advisory Committees: A Guide For Effective Utilization of Advisory Committees.** Sponsored by Vocational and Technical Education service of the Michigan State Department of Education.

10. Vocational Education Workshop, **Business and Education Communication Through The Use of Local Advisory Committees.** Atlanta, Ga.: Georgia Advisory Council on Vocational Education and Georgia Department of Education.